



**AGENCY PROMOTIONAL EXAMINATION**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**MAINTENANCE SUPERVISOR 1 (AUTOMOTIVE)**

**ANNUAL \$52,182**  
**SALARY: \$66,822**

**SALARY**  
**GROUP: TC 20**

**APPLICATION CLOSING**  
**DATE: APRIL 30, 2014**

**EXAM**  
**NO: 140531APRB**

**PURPOSE OF CLASS:** In State facilities, this class is accountable for performing in one of the following ways: (1) Supervises a small crew of highly skilled trades workers and skilled workers in automotive repair work. (2) In large crews of highly skilled trades workers, assists the Maintenance Supervisor 2 in carrying out supervisory functions.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ADMINISTRATIVE SERVICES** WHO BY **APRIL 30, 2014** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF ADMINISTRATIVE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Five years of experience in the automotive trade.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have included performing highly skilled duties in the automotive trade. **NOTE:** For State Employees this will be interpreted at or above the level of Qualified Craft Worker.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. (2) A physical examination may be required.

**WORKING CONDITIONS:** (1) Incumbents may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. (2) The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of modern methods and equipment involved in the automotive trade; considerable knowledge of relevant State and national codes and regulations; interpersonal skills; oral and written communication skills; skill in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

**(Exam Questions will cover KSA's listed above.)**

<u>PART</u>	<u>WEIGHT</u>
<b>WRITTEN</b>	<b>100%</b>

**THE EXAMINATION WILL BE HELD ON: THURSDAY, JUNE 12, 2014**

**(Reserve the day as the exam may be scheduled in the morning or afternoon.)**

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by April 30, 2014. A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Administrative Services.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.

